G. R. S. 59]

# GENERAL AND REVENUE SECRETARIAT.

190 - 11
( Genl. Misc. )

**File No.** 258-40

**Serial Nos.** 2 & 3

## Papers Filed.

*Month* June 1911

SUBJECT.

Prescribing a new form for submission of confidential reports about offices & officials.

| PREVIOUS REFERENCES. | LATER REFERENCES. |
| --- | --- |
| | |

G.R.S. 11] 1910.

GENERAL AND REVENUE SECRETARIAT

( gen 4 Mys 2-11 )

NOTES.

258

File No. 347 of 1910.

FILE HEADING.

Forms for submission of confidential reports about officers officials.

From

The Rev. Commr.

No. 10,000 Dated 28.3.11 Received 3.4.11

| Diary No. 4694 | Enclos. | Spare Copies | Serial No. 2 |
|---|---|---|---|

BRIEF ABSTRACT OF LETTER.

Suggests that it may be directed that Confidential reports should be submitted separately about each officer & not in the form of a list or statement of all the individuals concerned and that the remarks in the reports should be in the superior officer's own hand and requests that forms for submission of these reports may be ordered to be printed and supplied to the reporting officer.

NOTES AND ORDERS.

The Rev. Commr. details certain reasons for his suggestions (1) regarding the submission of a separate report in respect of each officer & (2) about the ~~rep~~ remarks in the reports being made ~~by~~ in the superior officer's own hand.

The

NOTES.—First sheet.

GPB—15,000—24-4-09

G. R. S. 12 ]
General and Revenue Secretariat.

L.R. File No. 317 of 1910

Serial No.

Flag Q

2. The form put up by the Rev. Commr. for submission of Confidential reports, is the form prescribed in G.O. No. 8089-105 G.M. 346-06-1 dt 26th June 1907 for submitting reports about Asst. Commissioners. The paper under disposal makes it appear that that form may be adopted for reports about Guildars (ministerial) officials as well. For purposes of comparison a Copy of the form prescribed for report about Guildars is put up; this form was prescribed in 1874 and it is being adopted up to date, with but a slight modification which is also indicated in the copy put up.

Flag P.
(The original will be found in L.R. 54-05 which is putup for another g.o. regarding Confidl reports to be sent to Secy)

Subd for orders.

Hon Do
11/4.
11/4/11

3. It seems to be desirable to have one uniform form for all Offices. The form prescribed for Asst Commrs Confidl report regarding Asst Commrs may be adopted in the case of Guildars and all other Offices where appointments are subject to Govt sanction. In the case of other officials the Rev Commr himself may call for their reports & in a suitable form. It is necessary that the opinion should be recorded by the Higher Offices with their own hand. The Rev Commr's

NOTE—Contn. sheet.

GPB—55,000—27-4-09

Serial No.

Proposal may therefore be sanctioned

Secy /

9
11/4/11.

Dewan

11119

18.4.11

CM
18/4/11

Lapse —

2 As there will be a separate report from each Mill, the serial number of each item may be omitted & another for the Mill concerned shown in each. The
23.4.11

3 Put up draft

CM
27/5/11

4
27-5-11.

5 Draft submitted.

6 21 It may have to issue from Br V.

CM 29
30/5.

7 It seems to be necessary to omit CR 7 as it covers the same ground as CR 6 & there is a separate block allotted for the opening the Hd of the department

8
30/5/11.

Secy /

Issue CM
30/5/11

This may be sent to Br V for info —

May this be sent to Br V for info.

4
31/5/11

NOTE—Contn. sheet.

GPB—55,000—27-4-09

G. R. S. 12 ]
General and Revenue Secretariat.

Fm File No. 258 of 1910

(4)

Serial No.

Mis No. 230 of 1910

The draft order requires slight alteration so as to be applicable also to the Educational Officers specified in G.O. No. Fm 258-10-1 d. 19.4.11. ~~It needs to be corrected~~

Fm 114
4/6/11

Is any alteration or addition really necessary. In the G.O. of 19.4.11 the G.O. of 26.6.07 has been "read". ~~When~~ The latter is referred to again in the order now proposed to be issued, which is of general application addressed to all Hds of Depts including Hy. Sec^ts, ~~and~~ ~~their Offices as understand~~

I think the draft may issue as it is

Fm
5/6/11

3 To the Rev: Comm^r, I.G. of Police, I.G. of Edn., Excise Comm^r, Conservator of Forests, Compt^r, Supdt Mysore Rev: Survey, Registrar Chief Court, D^rs of Dts, Senior Surgeon & Sanit^y Comm^r & the Supdt Govt Press. No. Cr 7252-70 d. 14. 6. 11.

Approves of the suggestions made in the above and directs that the revised form now prescribed shd be used for reports regarding all offrs referred to in G.O. No. Cr 8089-105 d. 26. 6. 1907 (Fm 346-06-1) as well as the Amildars & Sub-Amildars, and requests the Supdt,

7

NOTE—Contn. sheet.

GPB—55,000—27.4.09

G. R. S. 12 ]
General and Revenue Secretariat.

File No. 48 of 190

(2)

Serial No.

Govt Press to print and furnish to the Heads of the respective Depts concerned as many copies of the appended form as they may require.

NOTE—Contn. sheet.

GPB—55,000—27-4-09

(9)

| Designation | Name | Taluk in which employed | Date of entertainment | Date of present appointment | Present Salary | Caste | Province or Country where his home is | General character & qualifications - Estimation in which held & Specialty if any. | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Opinion of Dy Commr | Opinion of Commissioner |
| | | | | | | | | | |

N.B:- This is the form prescribed in 1874. All the Columns except the last are retained in the forms ~~now~~ in which the reports about Amildars are now submitted now. The heading & Subheadings of the last Column are replaced by the general heading — 'Remarks'.

No. 10,000 / 1

OFFICE OF THE REV. COMR. IN MYSORE,

*Bangalore,* 28th March 1911.

30

FROM

*Rajakarya Pravina*
A. RANGASWAMI IYENGAR, ESQ., B. A., B. L.,
*Revenue Commissioner in Mysore.*

To

*The Secretary to the Government of*
*His Highness the Maharaja of Mysore,*
*General & Revenue Departments.*

SIR,

I have the honor to state that the confidential reports now submitted periodically about officers and officials are generally submitted in the form of a list or statement of all the individuals concerned, though occasionally separate sheets for each individual are also adopted. The former practice is inconvenient in that the opinion about each officer cannot be filed in that officer's personal history or cover and does not easily admit of the opinions being preserved as confidentially as they should be. The question becomes the more material as, while some of the Deputy Commissioners are in the habit of recording their opinion in their own hand, others are in the habit of getting the remarks noted in a clerk's hand.

2. I think it expedient therefore to direct that the opinion about each officer should be submitted separately as in the annexed form with the remarks under columns 6 and 7 about the nature of the service rendered by the officer and other remarks being in the superior officer's own hand.

3. If this be approved, orders may be passed for printing and supplying to the reporting officers a sufficient number of forms as per specimen annexed to this.

I have the honor to be,
Sir,
Your most obedient servant,

For Revenue Commissioner.

R.S.

1/y 31st Mr. 191 - 191 4694

Letter from .

RAJAKARYA PRAVINA

**A. Rangaswami Iyengar, Esq.,** B. A., B. L.,

*Revenue Commissioner in Mysore.*

Lr. No. 317-10-7

*The Secretary to the Government of*
*H. H. the Maharaja of Mysore,*
*General & Revenue Departments.*

Dated 28 th

Despatched 30th March 1911.

Received

Gen 258-10-2

General No. 10,000

Enclosure No. 1

SUBJECT.

Suggesti a Form to be adopted for submission of Confidential reports about officers and officials.

Caxton Press, Bangalore, 2000—6—10.

6

G.R.S. 28.]

46

(2

258–10

Gen File No. 347 of 1910

Serial No. 3

Diary No. of letter replied to 4694.

*Proceedings of the Government of His Highness the Maharaja of Mysore.*

GENERAL AND REVENUE SECRETARIAT.

( L.R. )

, the 19

Date of issue 14.6.11

Signed by Mr B Ramaswamaya

READ again :-

G.O. No. G. 8089-105 dated 26.6.07
G.M. 346-06-1

issuing instructions regarding the submission half yearly of Confidential reports about graded Officers

Read :-

Letter no. 10,000 dated 28.3.11

~~ORDER THEREON.~~ No.

from the Rev. Comm. in Mysore suggesting that the practice of sending a single statement or list in respect of all the Officers employed in a district be discontinued and that a separate periodical report confidential report in be submitted

over

SUBJECT.

GPB—10.000—19-4-10

12/6/11

~~for~~ about each officer, the remarks about the nature of Service rendered by the officer being entered in the Superior officer's own hand and submitting for approval a form for ~~the submission of~~ these reports.

Order Thereon:- G 7252-70 Encl

The Rev Comm's suggestions commend themselves to Govt and they are therefore pleased to direct that a separate report in the annexed form be sent for as regards each officer, the entry in Col. 6 and the opinion of Head of the Department being recorded in the handwriting of the ~~Superior~~ reading Officer himself. ~~Concerned~~. The form now prescribed should be used for reports regarding all ~~Gazetted~~ the officers referred to in the G.O. read above as well as ~~Assistants~~, Asstdars and Dy Asstdars. ~~In the case of ministerial officials the Heads of Departments concerned may arrange to send each report from their subordinates in a suitable form.~~

May this be printed?

The Supt of the Govt Press is requested to print and furnish to ~~the Heads~~ as many copies of the appended form as the heads of the respective departments concerned may require.

To
The Rev Comm in charge
- I. G. of Police
- I. G. of Education
- Excise Comm
- Conservator of Forests
- Compt. Imperial Govt.
- Supt. Imperial Rev Survey
- Registrar, Chief Court in Sind
- Dy Comm of Ots
- Sen. Surgeon & Sanitary Comm
- Supt. Govt Press.

A Sec to Govt

K. 20
-3.15

P. 7. C

Confidential report regarding work done by .....
..... in the ..... District during the half
year ending .....

---

4

~~1. Serial number~~. ...

1 ~~2.~~ Name of officer. ...

2 ~~3.~~ Rank and pay.

3 Station (ie Headquarters)

4. Date of promotion to the present class.

5. Period of service under the immediate superior officer furnishing the opinion.

6. Nature of service rendered, approved or not approved, with full reasons in each case.

~~7. Remarks of the departmental head.~~

Note. Unfavorable remarks have been communicated to the officers concerned as per Government Order No.G.1694-734/G.M.128-09-1 dated 16th September 1909.

Date. .....  Signature of superior officer.

Opinion of Head of Department.

Date. .....  Signature of Head of Department.